

DDA  
84-1479/1

6 JUN 1984

STAT

MEMORANDUM FOR: [REDACTED] ALA/SAD/SE/DI

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Safety of New Cigarette/Paper Waste  
Disposal Receptacles

REFERENCE: Memo for DDA [REDACTED] dated  
17 May 1984, Same Subject

STAT

1. Your referenced memorandum regarding the new tobacco/trash receptacles in the Headquarters Building was referred to the Safety Staff for attention.

2. Installation of the receptacles was approved by the Safety Staff as well as the Fine Arts Commission. The receptacles are stainless steel, mounted on non-combustible walls, and contain plastic liners for trash in the lower portion. The liners are combustible but do not sustain flame. They are emptied daily so that there is a minimum of trash. If a cigarette/cigar butt were accidentally discarded in the plastic liner at a time it contains trash, a small fire could result but would be contained within the lower portion of the receptacle. The receptacles are not considered to present a fire hazard to the employees or building.

3. The concern you have expressed regarding the fire implications of the receptacles is appreciated. I assure you that efforts are made continually to provide our employees with work environments free of safety, health, and fire hazards. Please do not hesitate to call any such hazards to my attention or to the Safety Staff.

STAT

[REDACTED]  
Harry E. Fitzwater

SUBJECT: Safety of New Cigarette/Paper Waste Disposal  
Receptacles

STAT ORIG: SS/DDA  (1 June 1984)

Distribution:

Original - Addressee

- 1 - DDA Registry
- 1 - DDA Chrono
- 1 - CIA Safety Officer
- 1 - D/Logistics
- 1 - Fine Arts Commission
- 1 - C/CIA Environmental Committee
- 1 - SS/DDA Subject copy
- 1 - SS/DDA Chrono copy



17 May 1984

MEMORANDUM TO: Deputy Director for Administration

FROM: [REDACTED] ALA/SAD/SE

SUBJECT: Safety of New Cigarette/Paper Waste Disposal  
Receptacles Installed in Elevator Waiting Areas

1. As a concerned employee, who is deathly afraid of fires and potential fire hazards, I need substantive assurances that the new waste receptacles installed throughout Headquarters are not potential fire hazards. I have the perception that a careless individual could easily flick a cigarette ash or toss a cigar into the slot intended for paper which is directly below the ash tray, thereby creating a smoldering or blazing inferno within a matter of minutes. The plastic bags now installed in some of these disposals only increase my concern about the possibility of fires since a person does not have to be wantonly careless to cause an accident.

2. To see that prompt attention is given to this matter, I intend to send copies of this memo to the CIA Safety Officer and the Director of Logistics. A copy is also going to the Chairman on the CIA Environmental Committee because these disposals are not only of questionable utility, they are also unattractive.

Distribution:

Original - Addressee

1 - CIA Safety Officer

1 - D/Logistics

1 - C/CIA Environmental Committee

ADMINISTRATIVE - INTERNAL USE ONLY

84-1479/1

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Safety of New Cigarette/Paper Waste Disposal Receptacles

FROM: Harry E. Fitzwater  
Deputy Director for Administration  
7D-18 Hqs.

EXTENSION

NO.

DATE

1 June 1984

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Fine Arts Commission  
2D00 Hqs.

7/4

J

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File FAC

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